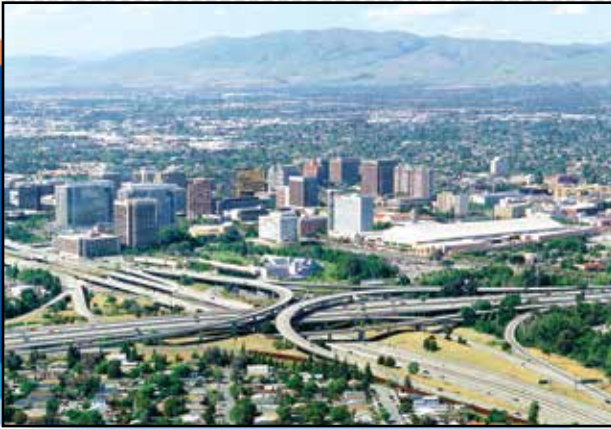


THE CITY OF SAN JOSÉ, CALIFORNIA

PARKING MANAGER I/II



www.ParkSJ.org



THE COMMUNITY

Known as the “Capital of the Silicon Valley,” San José is the world’s leading center of innovation. With nearly one million residents, it’s the third largest city in California and the 10th largest city in the U.S. Located on the southern end of the San Francisco Bay, San José’s population is conveniently situated to enjoy all the Bay Area has to offer.

San José quality of life is unsurpassed. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City’s many attractions, cultural and performing arts and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Historic downtown San José hosts Music in the Park with big name bands such as Ozomatli and the Tower of Power. Every Friday fresh, local produce is available at the Farmer’s Market. Nearby open space provides easy access to mountain parks, trails, lakes and streams. There are several professional sports teams in the Bay Area including the San José based Sharks hockey and the Earthquakes soccer teams.

San José has received accolades for its living and working climate from publications including Business Week and Money Magazine. The downtown area is home to modern high-rise housing, renovated theaters and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs and restaurants; and the inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children’s Discovery Museum.

Fifteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading engineering and business school supporting Silicon Valley, and it is home to the Mineta Transportation Institute, a national university transportation center offering accredited graduate education programs related to surface transportation. Other nearby universities includes Santa Clara University, Stanford University and three University of California campuses.

Although it was once a largely agrarian community, San José’s transformation into a technology center has led to the City housing the largest concentration of innovation expertise in the world. The San José area today is powered by one of the most highly educated and productive populations in America. More than 40 percent of

the workforce has a bachelor’s degree or higher, compared with 25 percent nationally. San José does not have an ethnic majority; residents include speakers of more than 50 different languages.

The City is proud of its quality of life and of the rich cultural diversity evident in its population, its workforce, and its many neighborhoods.

THE CITY

The City of San José operates under a Council-Manager form of government; the City Council consists of 10 Council Members elected by district and a Mayor elected at-large. The City has 14 departments, along with other strategic functional and Council-appointed professional groups, that are organized into City Service Areas (CSAs). A CSA represents the policy making level for strategic planning, policy setting, and investment decisions in the critical functions the City provides to the community. The 2016-17 Operating Capital Budgets for the City total \$2.9 billion. The 6,099 city employees are represented by 11 bargaining units that have strong and active leadership.

THE DEPARTMENT

The Department of Transportation (DOT) has approximately 450 employees and an annual Operating and Capital Budget of \$250 million. DOT is a customer-focused, goal-oriented organization responsible for improving, operating, and maintaining the City’s massive transportation system infrastructure.

The Department is organized into four functional divisions: Transportation Planning and Project Delivery; Transportation and Parking Operations; Infrastructure Maintenance; and the Director’s Officer/Administrative Services.

THE DIVISION

The Parking Division resides within Transportation and Parking Operations and provides a comprehensive range of services aimed at meeting the needs of businesses, downtown employees, visitors, convention, cultural and sports facilities, special events, schools and residents. Services include:



- Operations and maintenance of the City's public parking facilities: eight garages and nine surface lots totaling over 7,000 parking spaces, and 2,600 on-street metered parking spaces utilizing smart meter/sensor, multi-space and electronic meter technologies.
- Parking compliance activities supporting traffic safety, street cleanliness and maintenance activities, turnover of on-street spaces in business districts; and enhanced neighborhood quality-of-life through the removal of vehicles abandoned or stored in the public right-of-way.
- Collection of fines from parking citations and oversight of administrative review process for contested citations.
- Development and implementation of transportation and parking operation plans for a variety of special events, including provision of traffic control during events.
- Staff support to the Downtown Parking Board. The Board is comprised of seven members appointed by the City Council and serves as a public forum for discussion of downtown parking issues.

The 16-17 fiscal year capital budget for the Parking Division's services is approximately \$12 million, with nearly \$28 million in projected revenues. The Division is supported by over 74 employees, both professional staff that lead programs, implement projects, and perform analytical administrative work; and field staff that provides parking compliance and meter collections/repair services. The On-Street Parking Manager position has three direct management reports, a Parking and Ground Transportation Administrator, two (2) Parking and Traffic Control Supervisors and 65 indirect reports.

HIGH PRIORITY PROGRAMS & INITIATIVES

The successful candidate will have the opportunity to lead and manage the implementation of many exciting programs, projects, and initiatives. Important priorities in which the On-Street Parking Manager is expected to play a key role include:

Parking Technology – Focused on improving customer convenience and access to downtown through parking technologies and maximizing opportunities for customers to access services and information via the internet and mobile apps.

Parking Operations – Planning efforts and strategies to optimize use of the City's parking assets and effective system-wide management of peak demand periods.

THE POSITION

The On-Street Parking Manager reports to the Parking and Downtown Operations Division Manager and will focus on On-Street parking services and operations in San José's downtown, business districts, neighborhoods and school areas. Services include Parking Compliance, Vehicle Abatement, Special Event Traffic Control, Parking Meter Maintenance, Collection and Operations, and Citation Processing, Review, Collections and Adjudication.

Under direction, the On-Street Parking Manager performs professional, analytical and administrative work of considerable difficulty in developing, implementing and managing parking programs and contracts that involve on-street parking operations.

The On-Street Manager's duties include:

- Leading, managing and motivating a team of 65+ staff members through goal setting, creating an innovative work environment, maximizing staff development and appropriately recognizing staff
- Managing citywide parking compliance and enforcement activities, achieving the appropriate balance of education and citation issuance to encourage compliance with parking restrictions
- Analyzing on-street parking conditions and assisting in the establishment of appropriate parking controls
- Managing on-street program budget and fiscal activities
- Providing staff support and working effectively with committees, boards, task forces, community groups, associations, and staff in other departments and agencies
- Coordinating and assisting in the preparation of new parking ordinances and resolutions, requests for proposals (RFPs), agreements, and City Council memorandums related to on-street parking services

THE IDEAL CANDIDATE

The ideal candidate is a results-driven professional with previous experience in municipal or other comparable parking operations. The successful candidate will be a highly effective communicator who is able to build solid working relationships with management, peers, staff, Council staff, and community groups. Candidates should possess strong analytical, managerial, and leadership skills and have experience with data-driven decision making and staff development. An individual with enthusiasm for driving change, seeking out creative solutions and being a champion for continuous improvement will find this position satisfying.



Desirable Qualifications:

- Experience working within in a complex political environment and an understanding of political decision making processes
- Knowledge and understanding of Federal, State and local laws, rules and regulations pertaining to parking and transportation policies and programs
- Knowledge and understanding of advanced practices and trends in the transportation and parking industry

Education, Certifications, and Experience:

Parking Manager I: Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Engineering or closely related field AND six (6) years of increasingly responsible professional analytical staff experience, including at least two (2) years of professional experience working in a public parking or municipal traffic/transportation program.

Parking Manager II: Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Engineering or closely related field AND certification as an Administrator of Public Parking (CAPP) by the International Parking Institute or an advanced degree, in Public Administration, Business Administration, or Transportation, AND six (6) years of experience in the parking and/or transportation field, including two (2) years at the level of Parking Manager I.

Possession of a valid license authorizing operation of a motor vehicle in the State of California is required.

COMPENSATION AND BENEFITS

The approved salary range for the Parking Manager I/II position goes up to **\$135,304**. The actual salary will depend on the qualifications and experience of the individual selected. The City provides an array of benefits including:

Retirement – Competitive retirement system with full reciprocity with CalPERS.

Health Insurance – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

Dental Insurance – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.

Holidays – The City observes 14 paid holidays annually.

Deferred Compensation – The City offers an optional 457 Plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs

Other Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

For more information please visit the City's website at <http://www.sanjosca.gov/index.aspx?NID=707>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is **Wednesday, August 31, 2016**. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), indication of current salary and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to:

CPS HR CONSULTING

Teresa Webster
CPS HR Consulting
Phone: (916) 263-1401
Email: resumes@cpsshr.us
Web-site: www.cpsshr.us/search

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary screening interview conducted by the consultant immediately following the final filing date. Interviews with the City are tentatively scheduled for September 28th and 30th.

